This handout is prepared to provide comprehensive step-by-step instructions for Air Force users when gaining an employee who is moving from another DoD component. **Since Air Force is not using the CAO process, most references to the CAO process have been removed from this document except in those cases where pre-configured notification windows display this term.** The user will have to contact the losing DoD personnel office to obtain information needed to complete the Interagency Transfer Request Form. Changes to the instructions include completing the "Agency Code" on the Interagency Transfer request form. You must now include both the component code (AF) and the sub-element (major command) code for a total of 4 characters. Also included is a change to how the applicants are built to support records that include personnel actions with earlier effective dates than the current appointment date. This document is divided into the following **six parts**:

Part 1: Building and accepting the applicant

Part 2: Processing the Transfer Interagency Request Form

Part 3: Viewing the Pseudo Appointment

Part 4: Canceling, Deleting and Purging records created using the Transfer Interagency process.

Part 5: Preparing and processing the Transfer Interagency RPA

Part 6: Cancellation of a Transfer Interagency After Update of HR

Part 1: Building and Accepting the Applicant: The person to be gained must be built and accepted as an applicant. The applicant record must be created at least **two days** before the employee's **SCD-Leave date**, and the applicant must be accepted at least **one day** before the employee's **SCD-Leave date** (contact the POC at the losing personnel office to get the SCD-Leave).   Use date tracking to accomplish these steps on the same day. Note, the applicant record must be built and accepted before you will be able to create and submit the Interagency Transfer Request Form.
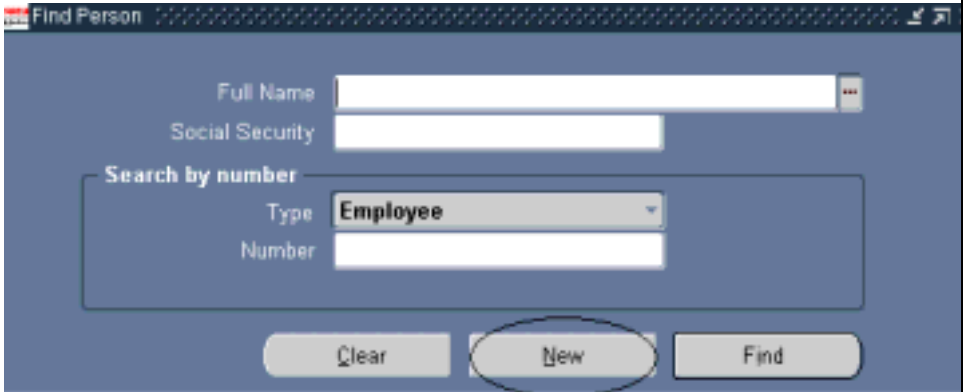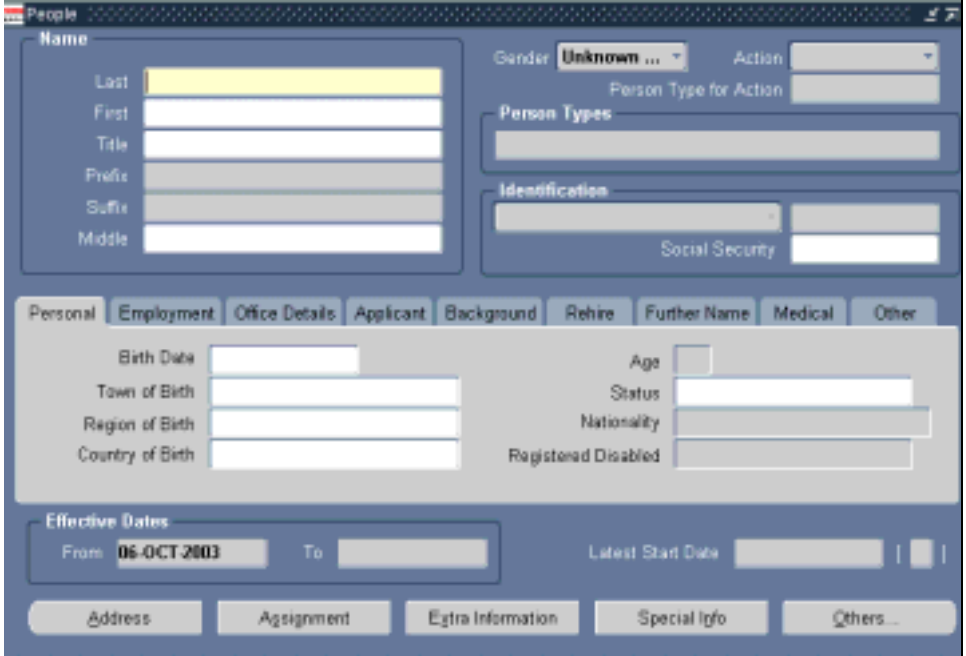
Introduction

To process a Transfer Interagency (TI) action in the DCPDS, you must first enter the person as an applicant. Use the following steps to complete this process. Changes to the system due to implementation of SCR-02-559 require the following steps to be completed when creating the applicant for creation of a Pseudo record to facilitate the Reconstruction process for CAO or TI actions.

- **Before you create an applicant through the process explained on the next page, you <u>must</u> have the SCD-Leave date for the employee transferring. The applicant record must be built and accepted a minimum of <u>one</u> day prior to the SCD-Leave date in order for the** Transfer Interagency **action to process successfully in the database.**
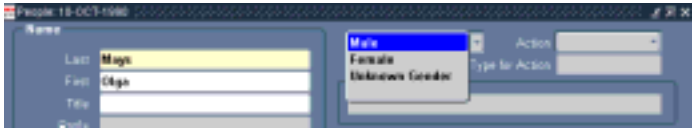
Part 1 continued

Building an Applicant

The following procedures describe how to build an applicant. Only the required data fields are described.
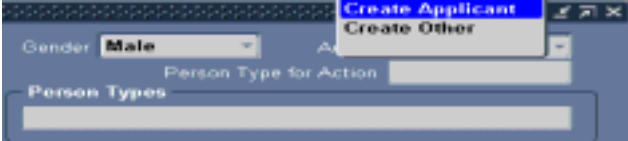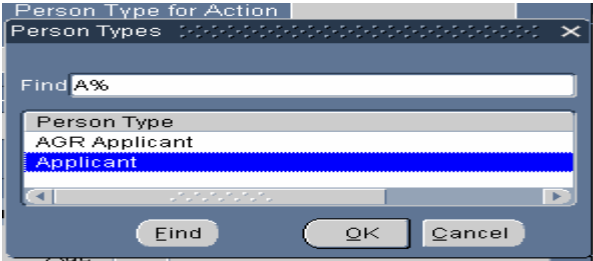
Step	Action
1	On the **Navigation List** → *People* → *Enter and Maintain* → **<Open>**. The **Find Person** Window displays. Click **<New>**.
2	The **People** Window displays: *Continued on next page*

Step	Action
3	Click the Alter Effective Date button on the Toolbar. **Alter the Effective Date so that it is at least <u>two</u> days prior to the SCD-Leave date of the applicant.**
4 ⚠️	Your cursor will be in the *LAST* data field of the *NAME* Region. Enter the applicant data, as described below. **Caution**: Press **[Tab]** each time you want to navigate to the next data field. **Do not** use **[Enter]**.

Data Field	Action
Last	• Type in the last name of the applicant. The system accepts mixed case (e.g., Smith not SMITH) and data converted from the legacy DCPDS system contained mixed case. • Press **[Tab]**.
First	• Type in the applicant's first name. • Press **[Tab]** several times until your cursor is in the *Middle* data field.
Middle	• Type in a middle name or initial. • Press **[Tab]**.
Unknown Gender	• Click the "M" key for *Male* or "F" for *Female*. • Press **[Tab]** or click in the *Type* data field.

Continued on next page

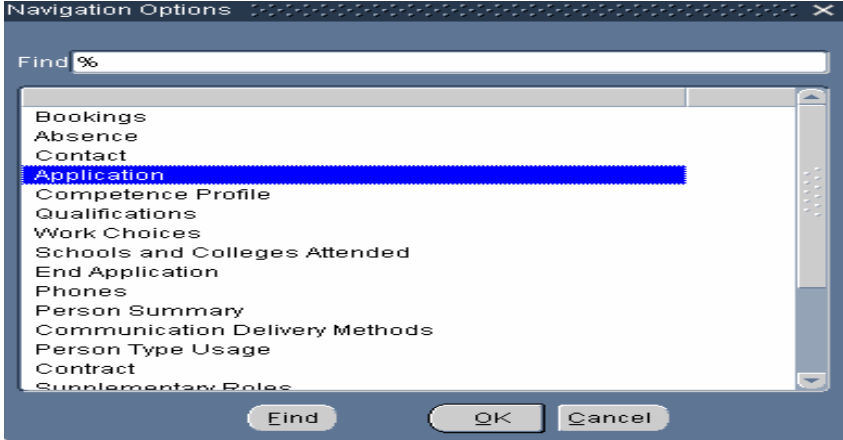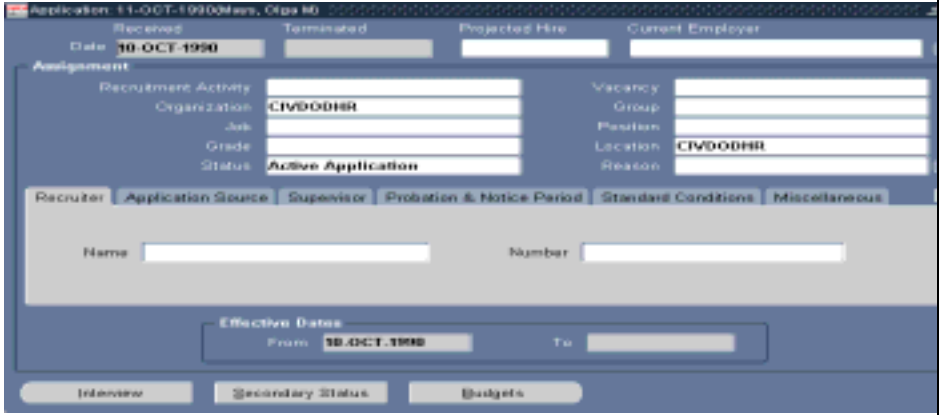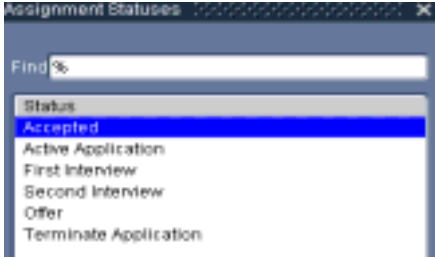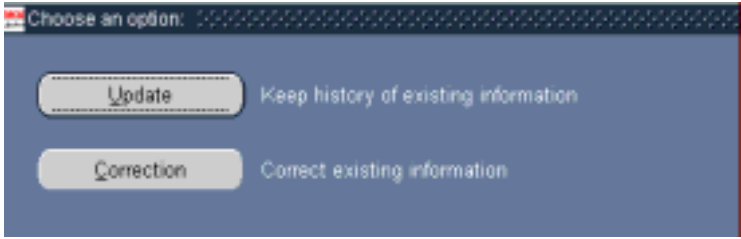| Data Field	Action
Action & Person Type for Action	• Click the "C" key and **Create Applicant** populates because it is first choice on the LOV. *Or* • Click the LOV and the choices in the list will be **Create Applicant & Create Other** • Select the **Create Applicant** from the LOV. • The **Person Type for Action** LOV will display • Select **Applicant.** Click **<OK>**.
Social Security Number	• Type in the applicant's SSN. • Use the format NNN-NN-NNNN (you must type the dashes). • Press **[Tab]**.
Birth Date	• Type in the applicant's birth date, using the format: DD-MMM-YYYY. • Press **[Tab]**.
5	• Save your action. The Message Line will indicate *"Working…"* followed by *"Transaction complete: 1 Records applied and saved."* **Note:** The system calculates the applicant's age and populates an Applicant Number in the *Applicant* data field.
	Continued on next page

Part 1 continued

Accepting the Applicant You are now ready to **"Accept"** the applicant.

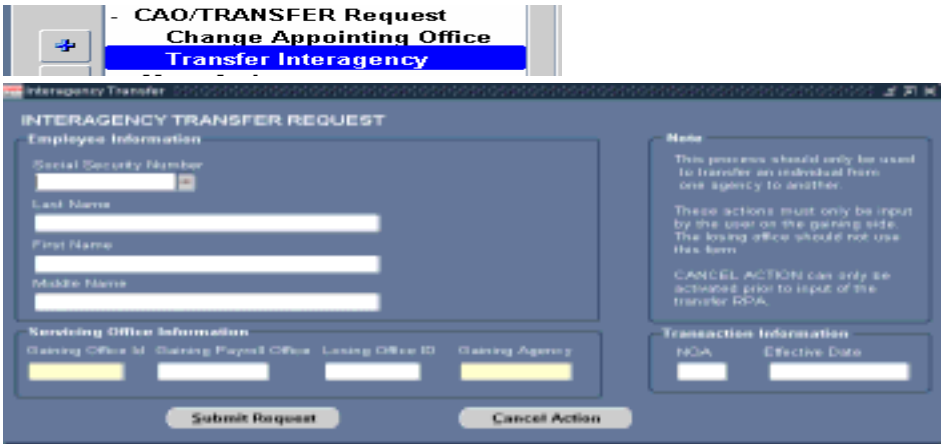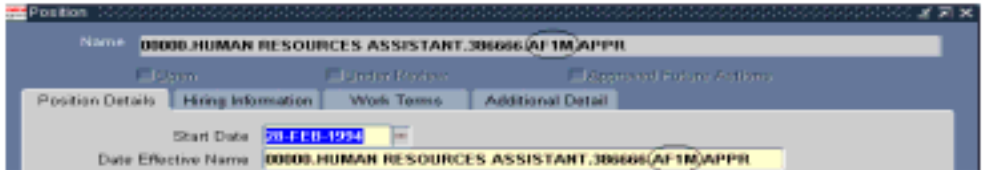| Step	Action
1	On the **People** Window, Click the Alter Effective Date [31] button on the Toolbar, and **change the effective date so that it is at least <u>one</u> day prior to the SCD-Leave date of the applicant.** Click **<OK>**.
2	Click **<Others>**. The **Navigations Options** Window displays. Navigation Options ✕ Find % Bookings Absence Contact **Application** Competence Profile Qualifications Work Choices Schools and Colleges Attended End Application Phones Person Summary Communication Delivery Methods Person Type Usage Contract Supplementary Roles Find OK Cancel
3	Click "**Application"** on the LOV and click **<OK>**.
4	The **Application** Window displays with the applicant's name in the Title Bar. **Note:** The *Received Date* data field populates. *Continued on next page*

Part 1 continued

Step	Action

5	In the **Assignment** Region of the **Application** Window, click in the *Status* data field (it will display "Active Application" as the status).
	
	• Click the LOV on the Toolbar.
	
	    • Click **"Accepted"** from the LOV.
	
	    • Click **<OK>**.
	
	The *Status* data field now displays **"Accepted"** and an **Option** Window displays, asking you to choose **<Update>** to keep the history of existing information or **<Correction>** to correct existing information**.**

6	Click **<Update>**.
7	Click **Save**. The *From* date in the **Effective Dates** Region at the bottom of the window changes (from the date used to enter the applicant to the date used to accept the applicant). Exit the acceptance window.
8	Click the Alter Effective Date [31] button on the Toolbar. Click <RESET>. This sets the effective date to the current date. Click <OK>.
9	Close this window. Once you have completed the applicant build you are ready to process the Transfer Interagency Request Form. *Continued on next page*

Part 2: Processing the Transfer Interagency Request Form
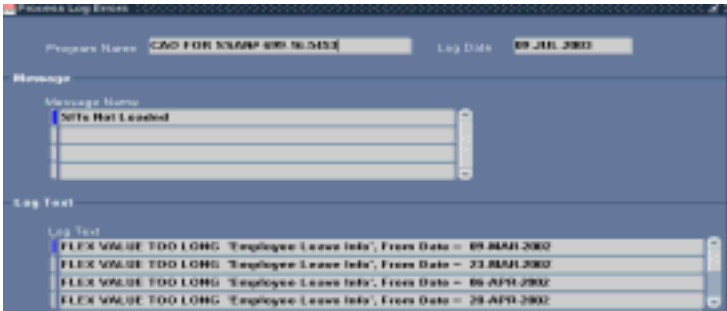
Processing the Transfer Interagency Request Form	The following procedures describe how to create and submit the Transfer Interagency request form. The purpose of the Request form is threefold: **(1)** To gain the electronic record; **(2)** To initiate proper payroll flow to the losing and gaining payroll offices; and **(3)** To initiate the separation action at the losing component. The Transfer Interagency (TI) Request Form must be:

- Processed by the Gaining DoD component prior to completion and update of the Request for Personnel Action (RPA). **(Do not add the employee name to the RPA until 24 hours after the TI has been submitted).**
- Processed no earlier than ten days prior to the effective date of the appointment and no later than ten days after the effective date.
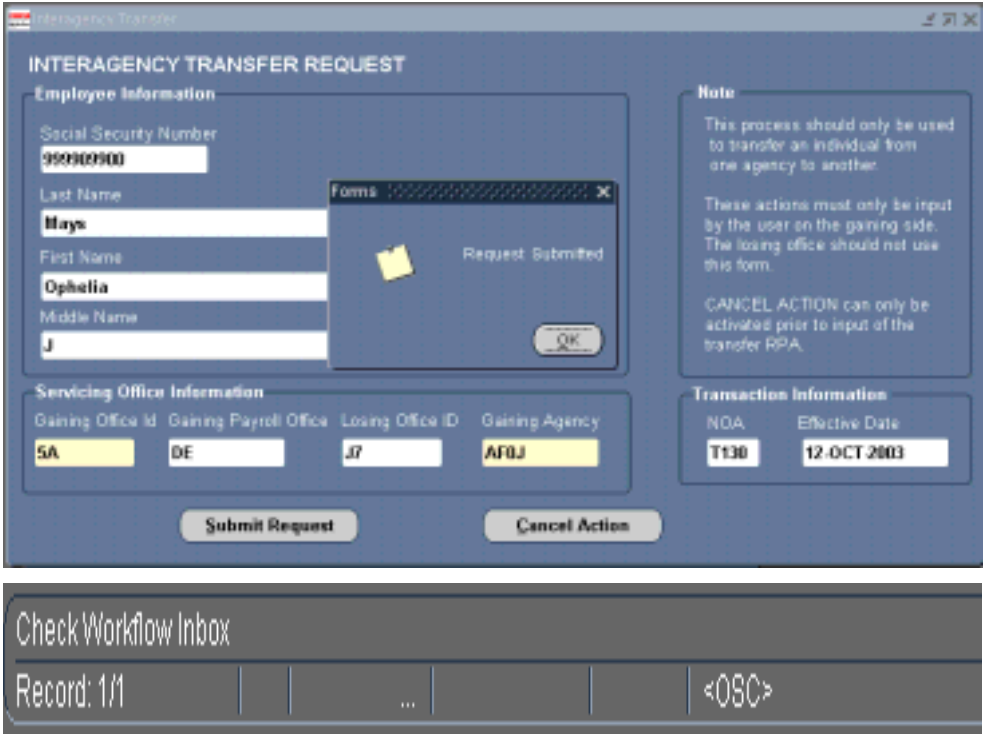- Processed against an Applicant record.

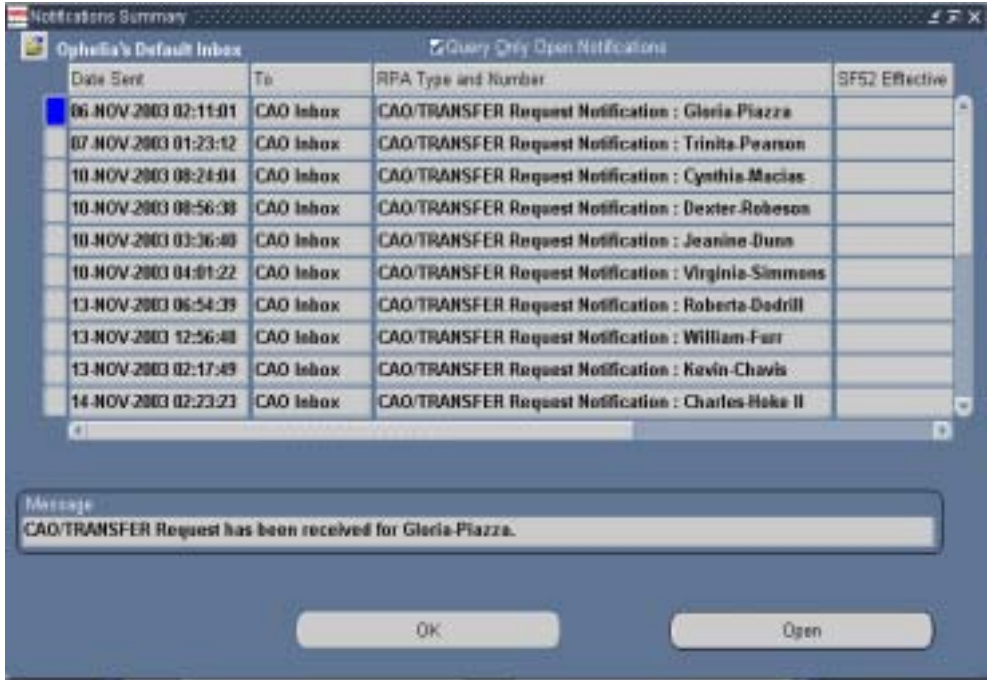| Step	Action
1	Navigate to the Interagency Transfer request form: • Enter the SSAN without dashes in the Social Security Number Field, the Last Name, First Name and Middle Name will populate. • Enter the two digit SOID for the Gaining Office ID • Enter the two digit POID for the Gaining Payroll Office • Enter the two digit SOID for the Losing Office ID • Enter the **four digits** "GP_AGCY_FLAG" in the Gaining Agency code i.e., "AF0M, AF1M, AF0J"etc... This information can be obtained from the position. Navigate to the position window to view Agency Group. See below: • Enter the appropriate NOA **(Remember the "T" prefix)** for the action to be processed. • Enter the effective date of the action to be processed **<Save>** your request.
2	Click **<Submit Request>**. *Continued on next page*

Part 2 continued

Step	Action
3	The system will begin processing your request; you will receive several notices of Loss Table updates. As the system is processing your request you will receive the following messages; *"Loss 1 table updated", "Database loss1 updated", "SIT table updated", "SITs updated at gaining database", "Loss3 table updated", "Loss position updated"* and *"Request Submitted".* While processing the request the system accesses the losing components database and retrieves the data requested by the Interagency Transfer request. Then it begins to load that information into the Applicant record created on the gaining component's database. If the information from the losing component does not pass validity edits or business rules when being transferred to the gaining component you will receive the following message box: This will not prevent the request form from processing. When you click the **<OK> button** the process continues. This notice is just to inform you that a particular row(s) of data was not inserted to the gaining database. To view the missing data using the **US Fed HR Mgr** Responsibility navigate to the Process Log Federal, search for the entry **"CAO FOR SSN#".**
	Continued on next page
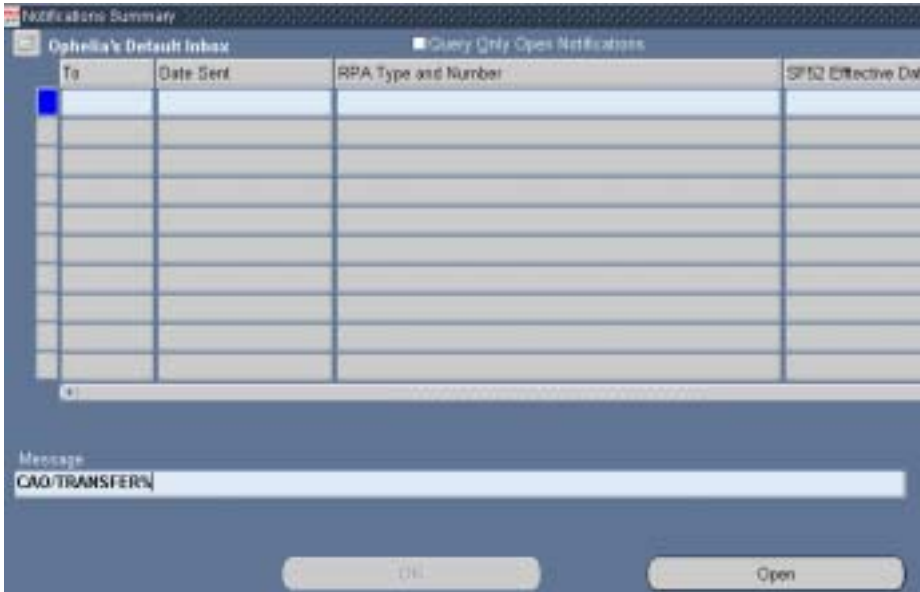
Part 2 continued

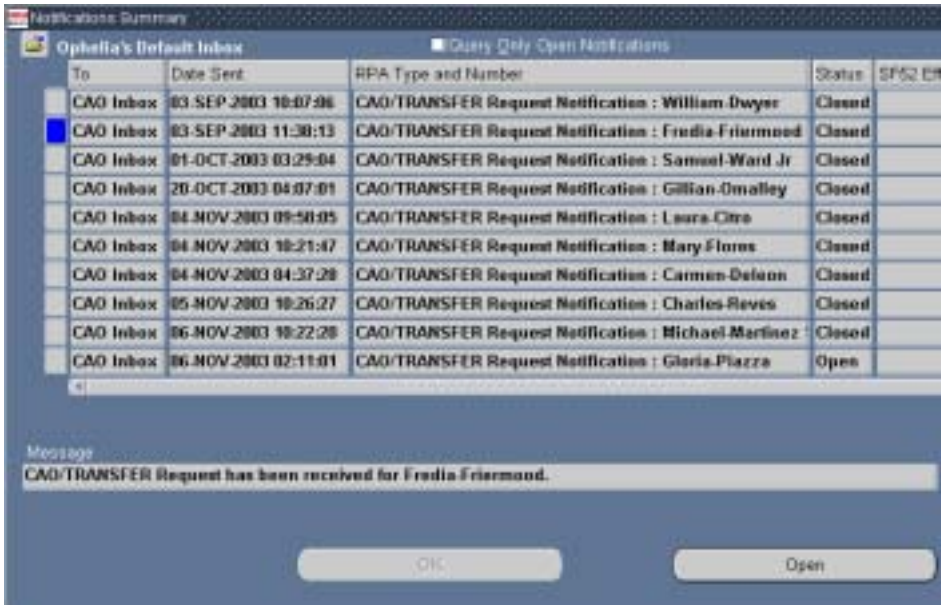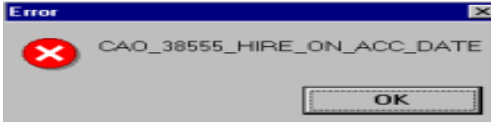| Step	Action
4	Once the process is complete you will receive a notification that the Request has been submitted. The message line will display the following notice: *"Check workflow inbox".* *Continued on next page*

Part 2 continued

Step	Action
5	Navigate to the 10.7 Civilian Inbox to locate the receipt of the CAO/Transfer Request Notification. The notification may take up to 24 hours. Look for the notification that the transfer request has obtained the employee's record from the losing DoD agency. If the user is a member of the CAO/Transfer Request group-box, the user will see this notification in their inbox (the **"Sent to"** column will show the CAO/Transfer Request group-box name). If the user is not a member of the CAO/Transfer Request Notification Group Box the user will not be able to view this notification. If the request is successful, the message area of the inbox will reflect . The action can be processed immediately. **Caution:** If the user clicks the **OK** button at the bottom of the inbox window, the notification closes. Therefore, members of this group-box should only click the OK button to close out the notifications for users in their regions. Notifications should only be closed after notifying the users of the success or failure of the request.
	Continued on next page

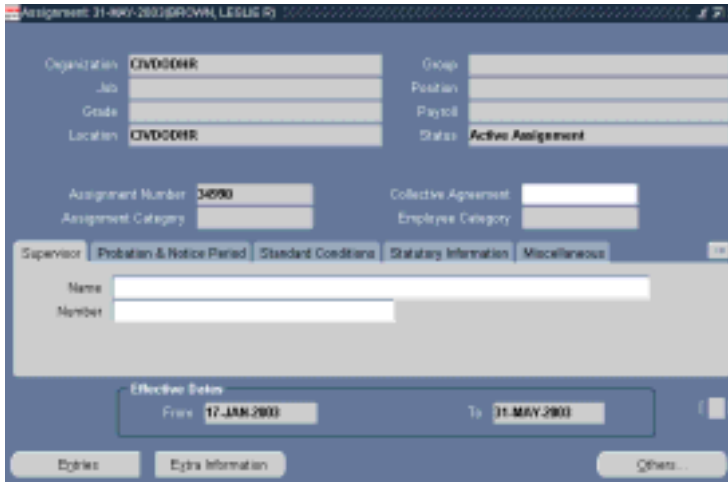| STEP	ACTION
5 continued	If a request is accidentally closed, uncheck the box at the top of the inbox window next to *"Query Only Open Notifications"* and push the F11 function key to initiate the query. In the Message area at the bottom of the inbox window type **CAO/TRANSFER%** then push **Control key +F11** to run the query.
🖋	**Note:** The user can also verify that the employee data has arrived by retrieving the applicant's record (using People --> Enter and Maintain) and checking the Special Info DDFs. At the Special Info screen, start a query **[F11,** check the "Information Exists" box, and run the query **[CTRL+F11].** If there is data in any of these DDFs (usually the education, training, and appraisal DDFs) the record has arrived and you can proceed.

Part 2 continued

Step	Action
6	**If the transfer request fails:** If the notification in CAO/Interagency groupbox indicates Request Failure: • Do not process the RPA until the request has processed successfully, or there will be no flow to either the losing or gaining payroll offices. • Check with the POC in the losing agency to see if the employee record in the losing agency is in active status (i.e., not separated, etc.). • Open the CAO/TRANSFER Request form from the Navigator. (1) **Use *F11* to start the query for the failed request. (2) Input the SSAN(no dashes) (3) Use *Ctrl-F11* to execute the query.** (*Caution*: If the user does not begin with the **F11** key to start the query, DCPDS will think the user is creating a new Request). • When the original request is displayed, review the SSAN and losing CPO ID to determine what, if anything, was not correct. • If you <u>**did not make an error**</u> on the CAO/TRANSFER Request form, make a screen print of the retrieved CAO/TRANSFER Request form (Ctrl-PrtScr) and forward it to your DCPDS Technical POC for your team who in turn will contact the clearinghouse for further instructions. This is an interim measure to assist in determining what problems exist in the Interagency process. Do not submit a problem report until the teams Technical POC and the Clearinghouse POC request it. • If you <u>**made an error**</u> on the CAO/TRANSFER Request form (wrong SSAN or wrong losing CPO ID), click the **<Cancel>** button, then save the action. **Wait 24 hours** (for the request form to completely cancel). After waiting 24 hours, navigate to the CAO Request Form: **(1) use *F11* to start the query for the cancelled request. (2) Input the SSAN (no dashes) (3) Use *Ctrl-F11* to execute the query. (4)** If the original information on the CAO/TRANSFER Request form is correct then <u>click the</u> **Submit** button. If not, correct the data before clicking the **Submit** button.
7	If the user fails to create and accept the applicant with an effective date of at least one day less than the SCD-Leave date, when attempting to process the RPA the user will receive the following error message: If this error message is received, the user will not be able to use the applicant record created. The user must delete the applicant record used to process the request form. Use the steps described in the Canceling, Deleting and Purging records to delete the erroneous applicant record. Once these steps are completed, return to the beginning of this section and create a new applicant record. Remember to create and accept the record prior to the SCD-Leave date. *Continued on next page*

Part 3: Viewing the Pseudo Appointment

Viewing the Pseudo Appointment
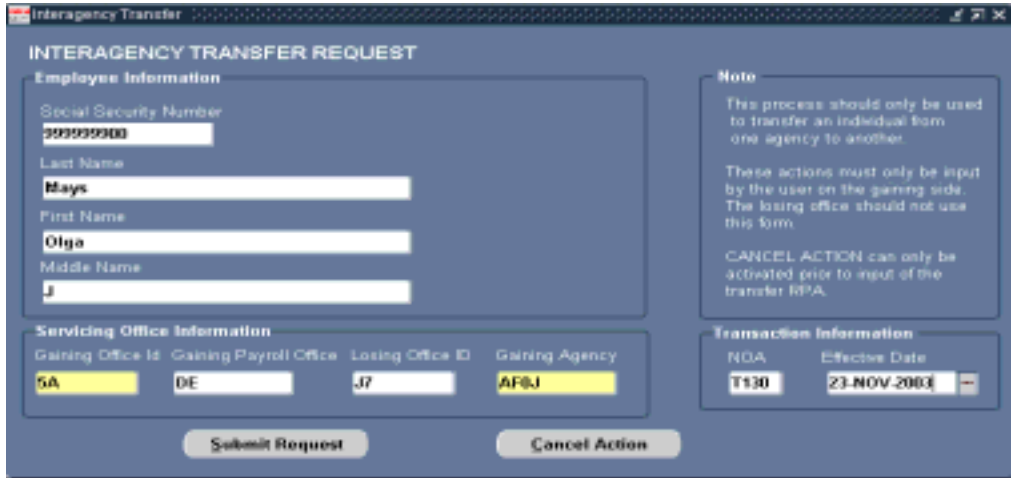
Once the applicant is appointed using the Transfer Interagency, the system will create a pseudo assignment entry from the SCD-Leave date to the day before the hire date. Use the following steps to view the pseudo assignment:

Step	Action
1	Navigate to the People Window, People > Enter Maintain. Notice the employee's hire date is no longer the effective date of the appointment action but the SCD-Leave date of the employee. To view the Pseudo assignment click <Assignment>, • Click the **Alter Effective Date** 📅 button on the Toolbar. • Input the date prior to the Assignment Start Date. The Pseudo Assignment is effective from the SCD-Leave date through the current active assignment. *Continued on next page*

Part 4: Canceling, Deleting & Purging records created using the Transfer Interagency process.
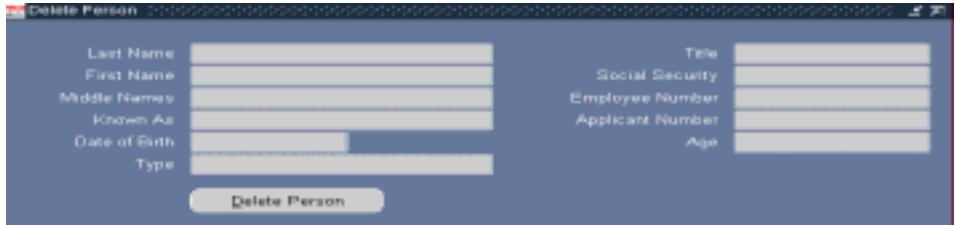
Canceling, Deleting and Purging records created using the Transfer Interagency process.	If the user needs to cancel an applicant or an employee record created using the Transfer Interagency process, since the record is created with a pseudo assignment to enable users to process record reconstructions, the user will have to use the following steps to successfully process the cancellation action. Failure to follow these steps will result in an unsuccessful attempt when processing the cancellation RPA.

Step	Action
1	If attempting to cancel an applicant record that has never been appointed to the gaining database, **remove** the applicant record from the Name field on the RPA.
2	To cancel the Transfer Request form used to process the request use the following steps. • Navigate to the Transfer Request form, • Enter Query mode (F11), type in SSN of applicant, execute query (Ctrl F11), • Once record is retrieved click the **<Cancel Action>** button. • Wait 1 day before re-initiating the Transfer request. This will allow adequate time for the cancellation to process against both the gaining and losing database as well as the interface server. **Warning:** If the user does not enter query mode before entering the SSN, only the name will populate. If the user fills in the remaining data manually and then executes the query, transactions stored in the database will not be deleted. The user <u>MUST</u> enter query mode prior to clicking the <Cancel Action> button. *Continued on next page*

Part 4 continued

Step	Action
3	Using the US Fed HR Manager Responsibility navigate to People → Delete Personal Records To find the record to be delete enter query mode <F11> enter the Last Name and Social Security number <Ctrl F11>. Verify the **applicant record** is displayed. Once the user verifies that the correct record has been selected click **<Delete Person>.**
4	A popup dialog box displays asking if the user is sure they want to delete this record. Click **<Yes>**.
5	Click **Save**. Once these steps have completed, return to the beginning of this section and create a new applicant record insuring that the record is created and accepted with dates prior to the effective date of the SCD-Leave. *Continued on next page*

Part 5: Preparing and processing the Transfer Interagency RPA

In your inbox, locate and **<Respond>** to the RPA that is being used for this action.

If the transfer action is being taken as a result of a Recruit/Fill action, use the Change Family icon before continuing. Select **"Transfer Interagency."**

Check and/or complete the following items on the RPA.

Note: The steps below do not include every single field or item that must be completed. Users should refer to the appointment handout on the AFPC WEB site for more details. The items listed are those that will definitely effect the processing of the Transfer Interagency RPA if not included.

Pg #	Item	Description	Content
1	B4	Effective date	Enter the effective date of the action.
1	B2	SSAN	Enter the SSAN then using your tab key, tab to the next item.
1	B5-A	Code (**NOA**)	Using the LOV, select T130 (Transfer). Although the NOAC begins with "T", the T will not print on the NPA.
1	B5-C	Authority Code	Use the GPPA to determine the appropriate authority code.
2	B-7	**"From"** Position Title	Leave this blank for now, it will auto-populate after you complete the Extra Information and update HR.
2	B-15	**"To"** Position Title	Make sure the position information has been entered on the RPA. **Note:** Check the work schedule and position occupied on page 3 of the RPA to make sure they are appropriate. If not, they must be corrected before continuing. These come from the position record but may be updated via the RPA by inputting the correct data in blocks 32, 33, and or 34.
3	B-27	FEGLI	Required for proper processing of the transfer. Use the LOV.
3	B-30	Retirement Plan	Required for proper processing of the transfer. Use the LOV.
4	Part -F	Remarks for the SF-50	Refer to the GPPA for required remarks.

Complete Extra Information:

Save the RPA, then click the <**Extra Information**> taskflow button.

- Complete the flexfields as shown on the table below. Some of the DDF names have changed as a result of updates to the system such as 11i. Source documents include the Pre-employment (75 in info) from the losing agency. Be sure to check all DDFs.
- Some extra information will populate from the flow of the employee's record from the losing agency, but the user will need to add information to some flexfields and should definitely CHECK all data – data that flows from the employee's record at the losing agency may not be correct for the new position.
- Additional information on these and other flexfields may be necessary depending on the circumstances and employee.

Part 5 continued

Flexfield	Notes
Benefits Appointment Information	• Code only the applicable FERS and FEGLI blocks. Do not include changes to FEHB or TSP. These changes can be made, by the employee, after the transfer has processed.
Global Appointment Information	Check the data and code as applicable. Remember to include the following: • Employee Type • SCD Civilian • SCD RIF • Access DOD Hiring Freeze • Drawdown Action ID
Military Affiliation	Check the data and code if applicable.
Appointment Info	Check the data and code as applicable.
Optional Appointment Information	Check and code if applicable.
Pay Appointment Information	• Check the data and code as applicable. • Weekly Hours must be coded. **Remember for Firefighters the user will need to change the 40 hours to 72 hours.** • Date Last Equiv Increase - this will automatically populate with the effective date of the action - be sure to change this if necessary.
US Fed Appointment Information	Check and code all applicable blocks. Be sure to include the following: • Appointment Type • Creditable Military Service • Date Arrived Personnel Office • Date Last Equivalent Increase • Date WGI Due • Frozen Service • Handicap Code • Part Time Indicator (only if PT) • Previous Retirement Coverage • Race or National Origin • Type of Employment
Education Information for 1/5/7/9 NOAs	Code the education area. *Continued on next page*

After updating the various extra information DDFs, complete the processing of the RPA:

After the action processes, the user can update other information for the employee such as completed training courses, awards, past performance appraisals, etc. Access these data fields from the People Enter and Maintain window.

Part **6: Cancellation of a Transfer Interagency After Update of HR**

Cancellation of a Transfer Interagency after Update of HR

If you have completed the Transfer Interagency action and determine that it must be canceled, the process described in this section must be followed to successfully process the cancellation action.

Before canceling a Transfer Interagency appointment action you must:

- Cancel any follow on personnel action processed after the Transfer Interagency appointment you are canceling.
- Navigate to the Cancellation/Correction RPA select the Transfer Interagency appointment action you want to cancel. Update the cancellation RPA. Review the Pay500 transaction.
- Notify the losing agency to inform them that your Transfer Interagency action has been cancelled so that they can process a cancellation of the **T352 that was system generated** at the losing agency.

1	Navigate to *Request for Personnel Action → Cancellation/Correction* Query the record you wish to cancel.
2	Click on the <Cancellation> button. The system will create a cancellation RPA. Complete the required data fields and Update HR.

MISCELLANEOUS INFORMATION:

Termination Appointment In-(T352)

Once the interagency request form processes successfully and the T130 Interagency Transfer RPA is updated in HR a **T352 is system generated** at the losing agency. If the transfer request form fails, the employee information will not be received from the losing region. Below is the official workaround published by the Civilian Personnel Management Service (CPMS).

## CPMS Interagency Transfer Official Work Around

The information below was extracted from the **CPMS, DCPDS Functional/Technical Tips and Observations 03-06 dated 10-Oct-2003.** If the losing region data is not received after processing the Interagency Transfer request form the following information documents an official workaround for Interagency transfer processing for the gaining and losing region:

- **Interagency Transfer Gain Work Around-(Gaining Region)**

When an Interagency Transfer request form is submitted and the required Employee information is not received from the Losing Region database use the following steps to process the gain to your Region.

 a. Navigate to the Appointment Request for Personnel Action (RPA). Use the appropriate NOAC and LAC to process the Transfer action. Complete all required information.
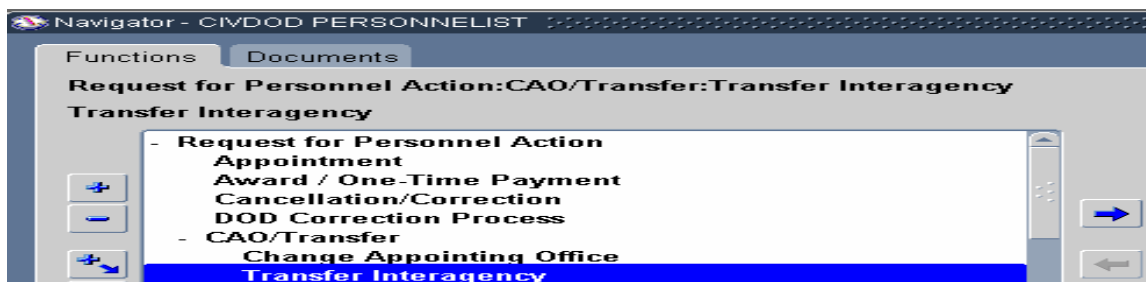

 b. Update HR

- **Interagency Transfer Gain Work Around-(Losing Region)**

After receiving notice from the Gaining Region that an employee serviced by your Region has been picked up, use the following workaround to separate the Employee from your Region database:

 a. Navigate to the Separation Family RPA. Select the "CAO" NOAC and input the LAC **"ZLM" (use the clear text for the appropriate "DBM, DFM or DKM" LAC).**
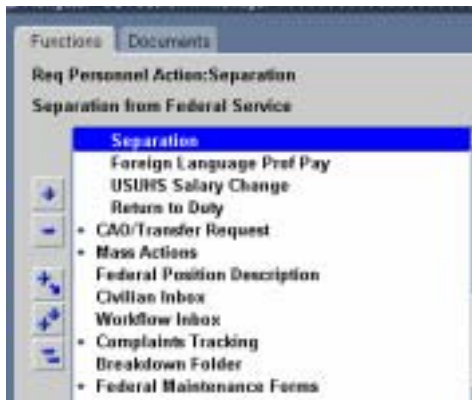
b. **After** completing all necessary information on the RPA:
Click Extra Information button and navigate to the "CAO Separation" DDF.

- **Enter** "352" in the Gaining NOA Code
(this will allow the system to flow a 352
NOA on the Pay500 when required).
- **Enter** the Gaining Payroll Office ID

c. **Click** on the "Separation and Retirements" DDF
- **Enter** appropriate data elements.

- **DO NOT** enter the **"Type of Pay Change"** this will be automatically
determined by the system.

NOTE: A Pay500 transaction **will not** be generated if the Losing and Gaining
Payroll office are the same (e.g. PE to PE).

*NOTE***:** A Pay500 transaction **will** be generated if the Losing and Gaining Payroll
office is different (e.g. DE to PE).